

**Office of the Circuit Executive**  
**United States Courts**  
**for the**  
**District of Columbia Circuit**

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**Room 4826**  
**E. Barrett Prettyman United States Courthouse**  
**333 Constitution Avenue, N.W.**  
**Washington, D.C. 20001**

**VACANCY ANNOUNCEMENT**

**Assistant Circuit Executive for Space and Facilities**

**Position Description** - The Office of the Circuit Executive for the D.C. Circuit is accepting applications for the position of Assistant Circuit Executive for Space and Facilities. The incumbent serves as the Circuit's advisor on space planning and design and is responsible for assessing both the immediate and long-term space needs of the Circuit by making recommendations about priorities and developing plans to accommodate future needs.

The Assistant Circuit Executive for Space and Facilities oversees multi-million dollar construction and renovation projects affecting the courthouse, including prospectus and nonprospectus level projects. The incumbent serves as the Circuit's liaison to the Administrative Office of the United States Courts (AO), the General Services Administration (GSA), the United States Marshals Service (USMS), contractors, and subcontractors with regard to design, construction, and physical security for the D.C. Circuit. Regularly meets with and advises judges, court unit executives, and other court staff on space and facilities issues. Oversees the day-to-day building management functions ensuring that mechanical, cleaning, and other services provided by GSA are performed timely and well.

**Qualifications** - A minimum of three years of specialized experience is required. Candidates must have: (1) proven experience in documenting work, analyzing problems, assessing alternatives, and identifying solutions for large-scale construction projects; (2) the ability to understand complex architectural and construction drawings and specifications; (3) an understanding of the methods and practices of design, construction, and review processes; and (4) knowledge of government contracting, budgeting, and funding procedures. Candidates must also possess excellent analytical, organizational, interpersonal, and communication skills. Experience with the construction or renovation of a federal, state, or county courthouse is preferred.

**Education** - A bachelor's degree in architecture, industrial design, engineering, or a related field is preferred.

**Salary** - CL 30/31 (\$73,105 - \$139,796) depending on qualifications

**Application Process** - Submit cover letter and detailed resume to Office of the Circuit Executive, Room 4826, E. Barrett Prettyman United States Courthouse, 333 Constitution Avenue, N.W., Washington, DC 20001.

**Vacancy announcement open until filled.**